

Plan Development

A. The Planning Process

| | Fully Implemented | Partially Implemented | Need to Address |
|---|----------------------|--------------------------|--------------------|
| <ul style="list-style-type: none"> ▪ The School Safety Team includes administrators, teachers, staff, parents, community members, and students (secondary level). | | | |
| <ul style="list-style-type: none"> ▪ The plan is coordinated and reviewed annually with law enforcement and other emergency personnel. | | | |
| <ul style="list-style-type: none"> ▪ School safety audits have been conducted for policies and procedures, buildings & grounds, and equipment. | | | |
| <ul style="list-style-type: none"> ▪ Prevention curriculum has been reviewed e.g., anger control, conflict resolution, peer mediation, mentoring programs, and character education | | | |
| <ul style="list-style-type: none"> ▪ Profiles of each school in the district have been developed and distributed to key crisis responders | | | |
| <ul style="list-style-type: none"> ▪ The plan includes procedures for a variety of crisis situations. (e.g., natural disasters, bus accidents, bomb threats, natural death, suicide, armed attack, etc.) | | | |
| <ul style="list-style-type: none"> ▪ The plan includes procedures for handling the aftermath of a crisis | | | |
| <ul style="list-style-type: none"> ▪ Procedures are incorporated in the plan for students with disabilities. | | | |
| <ul style="list-style-type: none"> ▪ Places are pre-designated for personnel to carry out their roles: media contact area, parent gathering place, staging area, and location for clergy and counselors. | | | |
| <ul style="list-style-type: none"> ▪ Parents have been informed about the plan's contents and implementation. | | | |
| <ul style="list-style-type: none"> ▪ A communication plan has been developed with key communicators and channels of communication identified. | | | |
| <ul style="list-style-type: none"> ▪ A chain of command has been established and publicized. | | | |
| <ul style="list-style-type: none"> ▪ Lists of phone numbers for community emergency responders and support groups such as counselors, churches, business partners, etc. have been prepared. | | | |
| <ul style="list-style-type: none"> ▪ The plan includes an updated set of building layouts placed in the offices of the school, fire department, law enforcement, and emergency personnel. | | | |
| <ul style="list-style-type: none"> ▪ The plan has received a legal review of crisis response procedures and forms. | | | |
| <ul style="list-style-type: none"> ▪ Building and classroom emergency kits have been distributed and their contents are complete and in working order. | | | |
| <ul style="list-style-type: none"> ▪ The plan has been distributed to those with responsibilities for implementing it. | | | |
| <ul style="list-style-type: none"> ▪ A training plan is in place and all parties identified have received appropriate training. | | | |

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| <ul style="list-style-type: none"> ▪ Transportation personnel have received training regarding emergency situations. | | | |
| <ul style="list-style-type: none"> ▪ Selected staff members are currently trained in first aid. | | | |
| <ul style="list-style-type: none"> ▪ An incident command center, accessible from the exterior and interior of the building, has been designated. | | | |
| <ul style="list-style-type: none"> ▪ An off-site facility has been identified as an alternate command center. | | | |
| <ul style="list-style-type: none"> ▪ A nearby site where parents and media can report has been designated. | | | |
| <ul style="list-style-type: none"> ▪ A media plan, including a spokesperson, has been established. | | | |
| <ul style="list-style-type: none"> ▪ Evacuation routes within all buildings are clearly designated. | | | |
| <ul style="list-style-type: none"> ▪ Emergency drills and evacuations, fire and tornado drills are regularly conducted. | | | |
| <ul style="list-style-type: none"> ▪ Bus transportation arrangements are included, should students and staff need evacuation. | | | |
| <ul style="list-style-type: none"> ▪ Provisions have been made for regular meetings of the School Safety Team and support of their decisions. | | | |
| <ul style="list-style-type: none"> ▪ Familiarization of students and parents with their respective roles and responsibilities and the procedures outlined in the Crisis Management Plan are ongoing processes. | | | |